

MEMORANDUM


DEPARTMENT OF ENVIRONMENTAL QUALITY DIVISION OF WATER QUALITY

P.O. Box 10009

Richmond, VA 23240-0009

SUBJECT: Guidance Memo No. 04-2016
VDOT VPDES Storm Water Construction Permitting

TO: Regional Directors

FROM: Larry G. Lawson, P.E., Director 

DATE: June 30, 2004

COPIES: Regional Water Permit Managers, Jon Van Soestbergen, OWPP Staff, Cindy Berndt

Summary:

VDOT has 45 Residency Offices that encompass all the municipalities in the State. Almost all regulated land disturbing activities associated with VDOT roadway construction and/or maintenance projects are conducted under the operational control of the Resident Engineer located in each Residency. VDOT has requested that we modify the way we handle construction storm water permitting for VDOT projects. The purpose of this guidance is to outline the procedures that will be used to permit VDOT VPDES storm water construction projects.

Electronic Copy:

An electronic copy of this guidance in PDF format is available for staff internally on DEQNET and for the general public on DEQ's website at: <http://www.deq.state.va.us/water/>.

Contact information:

Please contact Burt Tuxford, Office of Water Permit Programs, (804) 698-4086 or brtuxford@deg.virginia.gov if you have any questions about this guidance.

Disclaimer:

This document is provided as guidance and, as such, sets forth standard operating procedures for the agency. However, it does not mandate any particular method nor does it prohibit any particular method for the analysis of data, establishment of a wasteload allocation, or establishment of a permit limit. If alternative proposals are made, such proposals should be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.

VDOT VPDES Storm Water Construction Permitting

VDOT has 45 Residency Offices that encompass all the municipalities in the State (see Attachment 1). Almost all regulated land disturbing activities associated with VDOT roadway construction and/or maintenance projects are conducted under the operational control of the Resident Engineer located in each Residency. VDOT has requested that we modify the way we handle construction storm water permitting for VDOT projects. They would like DEQ to issue one VPDES Construction General Permit to each Residency for all the projects that occur within the Residency during the 5-year term of the general permit. VDOT has submitted a proposal supporting their request, and after meeting and discussing this with them, OWPP has determined that the proposal will work with regards to the VPDES Construction General Permit Regulation (9 VAC 25-180), and will simplify the process for both VDOT and DEQ without weakening the program. The purpose of this guidance is to outline the procedures that will be used to permit VDOT VPDES storm water construction projects.

Permitting Procedure

Each VDOT Residency will submit one "generic" VPDES Construction Storm Water General Permit Registration Statement to the DEQ Regional Office that serves that Residency. The Registration Statement will cover all VDOT construction projects that will be conducted by that Residency during the 5-year term of the general permit. On the Registration Statement the Residency name should be listed under the "Owner", and under "Location of Construction Activity" VDOT should state: "Construction Projects in Residency # *[list Residency number]*". Each VDOT Residency will also submit the following information to the DEQ Regional Office:

- (1) the VDOT projects that will be continuing coverage under the new Construction General Permit which is effective on 07/01/2004 (this is the only time this list is needed and it must be submitted prior to 07/01/2004);
- (2) a monthly Project List of:
 - (a) new projects that will be starting during the coming month (note that the list of new projects and associated project information [see below] must be submitted by the VDOT Residency PRIOR TO the commencement of construction at any of those projects); and
 - (b) projects that have been completed since the last report (terminate permit coverage).

The monthly list should be submitted no later than the 7th day of each month.

- (3) a VDOT "Permit Fee Registration Form" for each project renewing coverage, and for each new VDOT project. The appropriate permit application fee amounts are as follows:
 - (a) Existing projects that will still be ongoing as of 07/01/2004: \$600 for each project (should be paid prior to 07/01/2004).
 - (b) New projects: For each new project that begins on or after 07/01/2004, the fee amount is based on the total area to be disturbed at the project:
 - (i) small construction sites (disturbing \geq 1 acre and <5 acres) - \$300 / project; and
 - (ii) large construction sites (disturbing 5 or more acres) - \$500 / project.

For all new projects, the following information is needed for each project (basically, most of the Registration Statement information):

- (1) The project name and VDOT number;
- (2) The location of the project (address or Latitude/Longitude);
- (3) Receiving water(s);
- (4) Estimated project start date and completion date;
- (5) Project total land area and area to be disturbed (to nearest quarter acre);

- (6) Location where the SWPPP may be viewed and the project contact person name and phone number;
- (7) A map showing the project location and the area to be disturbed.

For all projects that are to be terminated, the following information is needed for each project:

- (1) The project name and VDOT number; and
- (2) The location of the project (address or Latitude/Longitude).

VDOT will not submit a list with the Registration Statement of the permanent BMPs that will be installed at the construction site. Instead, all VDOT permanent BMP information will be submitted annually by VDOT's Central Office to the DEQ Central Office in a database that will then be sent directly to EPA.

VDOT has eight (8) Residencies that span two DEQ Regional Office boundaries (9, 22, 23, 24, 31, 41, 42, and 50 - see Table 1). These Residencies will need to submit a signed Registration Statement to both DEQ Regional Offices. They will also need to submit their project lists (active projects, new projects and terminations), with the lists broken down by county or city, to the appropriate DEQ Regional Office. If a project spans multiple counties/cities in the Residency, or encompasses the entire Residency, the Resident Engineer should register that project at the DEQ Regional Office that serves the area where the project field office will be located.

The Storm Water Pollution Prevention Plan (SWPPP) required by the VPDES Construction Storm Water General Permit (VAR10) will be developed and maintained by each VDOT Residency in accordance with the VDOT ESC and SWM Program Specifications, Road and Bridge Specifications, and associated Contract Special Provisions for each construction project under the applicant Resident Engineer's control, unless otherwise noted. All logs and records of inspections required by the permit, ESC (SWPP) Plan and Specifications shall be maintained at the project construction site field office or Residency, as noted on the Project List.

Permits and CEDS Data Entry

The DEQ Regional Office will send the VDOT Residency one Construction Storm Water General Permit (VAR10), and the permit number associated with that permit will be assigned to all construction projects submitted by that Residency during the 5-year permit term. In the cover letter the Regional Office should note that the permit is for all construction projects during the 5-year life of the general permit that are under the control of that Resident Engineer/Residency. The letter should also remind the Resident Engineer that the list of new projects and terminations is due by the 7th of each month, and that the new projects list must be submitted prior to commencing construction at a project.

CEDS will be used to input and track all the Residency construction activities. For Construction Storm Water General Permits, CEDS allows the use of the same permit number for multiple projects (this feature is scheduled to be available by July 2, 2004). Therefore, the permit number that is assigned to the Residency should be used to input each of the Residency construction projects during the 5-year term of the permit.

The Residency needs to be set up in CEDS as the Owner, and should be listed as "VDOT [Residency Name] Residency" (about 16 of the 45 Residencies are already in CEDS this way). It may be useful to include the Residency number in the description, and this should be entered after the name as "(#[number])". The Resident Engineer should be entered as the Owner Contact.

The initial CEDS entry will be for the Residency projects that are continuing coverage. These projects, as well as new construction projects, should be entered individually into CEDS, and each one assigned the same Residency permit number. The permit number for the Residency

will be established with the first project that is entered in CEDS (this could be either a new project or a renewal). After the first Residency record is entered and saved as "Active" in CEDS, the rest of the Residency permits can be entered.

Each VDOT project needs to be entered on the "Facility" screen using the format "VDOT [Residency name] Residency [project number]". Be sure to click on the "**Water Fac**" tab and enter something (anything you want... a single letter or number will do) in the facility description box so that the record will appear on the "Facility" list on the "Stormwater Construction Permits" screen.

To enter all the Residency projects into CEDS, first pull up the first Residency permit that you entered and select "Move to Application". CEDS will generate a new application record with the same permit number. Once the new application record has been created, CEDS will copy all the existing data and populate each field. Select the project from the "Facility" drop down box, and then type the new project information over the fields that CEDS populated, and then save the record as "Active". Do this for each Residency project.

For renewing projects, the VDOT Residency may or may not submit the "Estimated project end date" information. If this is not submitted (and since this is a "yellow" field in CEDS), enter the GP expiration date of 06/30/2009 in that field.

The VDOT projects that are to be terminated should be terminated in CEDS according to the usual procedures.

Special Instructions/Information

If the Resident Engineer of a Residency changes before the expiration date of the VPDES Construction General Permit (06/30/2009), a new "generic" Registration Statement must be submitted by the new Resident Engineer to the DEQ Regional Office within 30 days of the change.

Some VDOT projects will be submitted as separate general permit registrations because they fall outside of the Resident Engineer's area of responsibility. These may be projects that cover multiple VDOT districts and/or residencies, or are so complex or important that a special VDOT group will oversee the project. Each of these separate registrations will be handled using the normal VPDES Construction General Permit application procedures. VDOT will identify a project engineer and submit a VDOT Fee Registration Form and a Registration Statement for each of these separate registrations.

Table 1 - VDOT Residency Conflicts With DEQ Regional Office Boundaries

VDOT District	VDOT Residency	DEQ Region/County	DEQ Region/County(s)/City
D2	R9	SW / Carroll	WC / Floyd
D8	R50	WC / Alleghany	V / Bath & Rockbridge
D7	R42	V / Fluvanna	N / Louisa
D4	R24	P / Amelia	SC / Nottoway & Lunenburg
D4	R23	SC / Mecklenburg	P / Brunswick
D5	R31	T / Southampton	P / Greenville & Emporia
D6	R41	N / Caroline	P / King William & Essex
D3	R22	SC / Amherst	V / Nelson

VDOT RESIDENCIES

DISTRICTS AND RESIDENCIES			
BRISTOL DISTRICT		(1) SALEM DISTRICT	
RESIDENCY	No.	RESIDENCY	No.
ABINGDON	3	BEDFORD	16
JONESVILLE	58	CHRISTIANSBURG	11
LEBANON	4	HILLSVILLE	9
TAZEWELL	6	MARTINSVILLE	12
WISE	1	ROCKY MOUNT	13
WYTHEVILLE	8	SALEM	14
RICHMOND DISTRICT		(4) HAMPTON ROADS DISTRICT	
RESIDENCY	No.	RESIDENCY	No.
AMELIA	24	ACCOMAC	36
ASHLAND	28	FRANKLIN	31
CHESTERFIELD	26	NORFOLK	34
PETERSBURG	25	SUFFOLK	33
SANDSTON	27	WAVERLY	32
SOUTH HILL	23	WILLIAMSBURG	35
CULPEPER DISTRICT		(7) STAUNTON DISTRICT	
RESIDENCY	No.	RESIDENCY	No.
CHARLOTTESVILLE	43	EDINBURG	55
CULPEPER	45	HARRISONBURG	54
LOUISA	42	LEXINGTON	50
WARRENTON	46	LURAY	56
		VERONA	53
FREDERICKSBURG DISTRICT		(5) FREDERICKSBURG DISTRICT	
RESIDENCY	No.	RESIDENCY	No.
BOWLING GREEN	41		
FREDERICKSBURG	40		
SALUDA	37		
WARSAW	39		
NORTHERN VIRGINIA DISTRICT		(8) NORTHERN VIRGINIA DISTRICT	
RESIDENCY	No.	RESIDENCY	No.
FAIRFAX	47		
LEESBURG	49		
MANASSAS	48		

